

Community Development Department

RENAISSANCE ZONE AUTHORITY MEETING AGENDA June 18, 2013

City-County Office Building

4:00 p.m.

David J. Blackstead Meeting Room

- 1. Call to Order
- 2. Approval of Minutes May 21, 2013 Meeting
- 3. CORE Incentive Program Project Public Hearing CONTINUED
 - a. Request of Conlin Restaurants, Inc. for assistance from the Technical Assistance Bank, a CORE Incentive Program, for the building at 411 East Main Avenue. The property is owned by Depot Associates and is legally described as Tract 401 of Lots 1-12, Original Plat.
- 4. Renaissance Zone Projects Public Hearings
 - a. Request of J & G Inc. for designation of the lease of space in the building at 529 East Broadway Avenue as a Renaissance Zone Project. The property is owned by the City of Bismarck and is legally described as Lots 1-6, 19-24 and the vacated alley adjacent, Block 46, Original Plat.
 - **b.** Request of Arikota, LP for designation of the construction of a new building at 306 South 1st Street as a Renaissance Zone Project. The property is owned by Arikota, LP and is legally described as Lots 1-12, Block 59, Original Plat.
 - c. Request of Skjonsby Unlimited, Inc. for designation of the rehabilitation of the building at 222 West Broadway Avenue as a Renaissance Zone project. The property is owned by Skjonsby Unlimited, Inc. and is legally described as Lots 17-18, Block 84, Original Plat.
- 5. CORE Incentive Programs Policies and Guidelines Discussion
- 6. Vacant Technical Advisor Position Discussion
- 7. Other Business
- 8. Adjourn Next regular meeting is scheduled for Tuesday, July 16, 2013.



RENAISSANCE ZONE AUTHORITY MEETING MINUTES May 21, 2013

The Bismarck Renaissance Zone Authority met on May 21, 2013 in the David J. Blackstead Meeting Room in the City-County Office Building at 221 North 5th Street.

Authority members present were Chuck Huber, Jim Christianson, George Keiser, Brenda Smith and Curt Walth.

Authority member Kevin Magstadt was absent.

Technical advisor Bruce Whittey was present.

Technical advisor Jeff Ubl was absent.

Staff members present were Jason Tomanek (Planning), Charlie Whitman, Steve Saunders (Transportation Planner), Rachel Drewlow (Transportation Planner), Kim Lee (Planning Manager), Carl Hokenstad (Director of Community Development) and Hilary Balzum (Planning).

Guests present included Katie Vasbinder, Jenn Jackson, Patrick Jackson, Pete Conlin, Kate Herzog, Dawn Kopp and Morgan Andenas.

CALL TO ORDER

Chairman Walth called the meeting to order at 4:00 p.m.

UPDATE ON DOWNTOWN SUBAREA STUDY – CRANDALL ARAMBULA AND UBL DESIGN GROUP

George Crandall and Don Arambula gave a brief overview of the downtown subarea study including highlights of new bike paths, pedestrian mall areas and a pedestrian tunnel underpass. Details of the study can be found here: http://www.downtownbismarckstudy.com/public-meetings/.

Bruce Whittey said it appears that emphasis is being given to a new pedestrian square near Fiesta Villa and asked if the newly proposed parking ramp will be the replacement for the parking lot that is there now and Mr. Arambula said yes, it will.

Mr. Whittey then asked how snow removal would be managed in the area that is proposed to be a pedestrian underpass. Mr. Arambula explained that there are options such as heated sidewalks, slopes instead of stairs and also the use of smaller snow removal machines when necessary.

George Keiser asked if reducing Main Avenue to three lanes as proposed in the study would be sufficient to manage the flow of traffic. Mr. Arambula answered that the Traffic Engineer believes it is feasible and some of the traffic will be distributed to new routes onto to Bowen Avenue and Thayer Avenue.

Mr. Keiser then asked if new growth projections have been taken into account. Mr. Arambula explained that SRF Consulting Group will take all new developments into consideration and that parallel routes will compensate to help distribute traffic.

Mr. Whittey asked if business improvement districts will be discussed and Mr. Arambula said that yes, all possible sources of revenue will be considered.

Jason Tomanek asked if they could please give an overview of their upcoming schedule and Mr. Arambula said that they will be presenting this information to the Planning Commission on May 22nd followed by a workshop and meeting with the project stakeholders and interest groups and then a public meeting at the Civic Center on May 23rd at which public input will be accepted.

MINUTES

The minutes of the April 16, 2013 meeting were distributed with the agenda packet.

MOTION:

A motion was made by Mr. Huber and seconded by Mr. Keiser to approve the minutes of the April 16, 2013 meeting as received. The motion passed unanimously with members Huber, Christianson, Keiser, Smith and Walth voting in favor.

CORE INCENTIVE PROGRAM PROJECT - PUBLIC HEARING

A. 411 EAST MAIN AVENUE - CORE Technical Assistance Bank

Authority Member Christianson excused himself from the meeting at this time.

Mr. Tomanek gave an overview of the request by Conlin Restaurants, Inc. for assistance from the Technical Assistance Bank, a CORE Incentive Program, to secure services of an architect for an update to the interior of Fiesta Villa restaurant. The applicant wishes to work with JLG Architects to develop a concept using the existing southwest theme along with Northern Pacific Railroad elements to tie the interior elements and themes of the lounge, dining area and patio together.

Mr. Tomanek listed the following findings for the proposed CORE Incentive Program Project:

1. The building is located within the Downtown Tax Increment Financing District.

- 2. Technical Assistance Bank grant funds may be used to secure professional services to assist with the preliminary review and design of improvements to a building, as well as feasibility studies, renovation vs. restoration opinions, and preliminary cost estimates. The grant amount is limited to 30 hours of work with a rate of \$110.00 per hour, and a total dollar amount not to exceed \$3,300. Applicants will be responsible for a 25% matching contribution. At this time the finite dollar amount has not been established due to the fact that design work will not commence until the final approval from the Board of City Commissioners has been received.
- 3. The applicant has requested to work with JLG Architects. JLG has committed to offering design and drafting services as part of the CORE Technical Assistance Bank.

Mr. Tomanek said that based on the above findings, staff recommends approval of the request for a Technical Assistance Bank grant, which would allow the applicant to procure the services of a licensed architect for design and drafting work. The maximum grant amount of \$2,475.00 is based on an hourly rate of \$110.00 for a maximum of 30 hours and a 25% match provided by the applicant.

Chairman Walth opened the public hearing.

With there being no comments, Chairman Walth closed the public hearing.

Mr. Huber asked if there has been technical assistance given to an existing business for an interior concept remodel in the past and Mr. Tomanek said that this is the first and that all others have been for exterior improvements.

Mr. Keiser said the improvement plans could be kept and used in the future in the event the current owner does not use them and Mr. Tomanek said that is correct.

Mr. Huber said this would be a nice improvement but his concerns are of where to draw the line if all of the offices and restaurants in the area decide they want to do an interior remodel and he questions if it would fit into the program.

Ms. Smith asked if the CORE Incentive program is a one-time program and Mr. Tomanek said the regulations that are written don't specify one way or the other.

Mr. Huber went over the uses of the CORE Incentive program and said they seem developmental but not necessarily for an interior remodel.

Chairman Walth said that time is going to be spent today clarifying the guidelines of the CORE Incentive program and he shares the concerns of what the appropriate uses are.

Mr. Keiser said he thought the intended use was to give new developers the option to upgrade before buying an existing business but this is more of updating current features, such as the outdoor patio.

MOTION:

A motion was made by Mr. Huber and seconded by Ms. Smith to continue the discussion to the next meeting to allow time for the Renaissance Zone Authority members to evaluate the guidelines of the CORE Incentive Program. The motion passed unanimously with members Huber, Keiser, Smith and Walth voting in favor.

CORE INCENTIVE PROGRAMS – POLICIES AND GUIDELINES DISCUSSION

A discussion was held regarding the CORE Incentive Program policies and guidelines. Mr. Tomanek started by explaining that changes made from notes taken after last month's meeting are underlined in item number 5 of the packet.

Chairman Walth said that each program would be discussed and then voted on separately and asked if regarding the Sidewalk Subsurface Infill Grant Program, a project maximum should be put in place.

Ms. Smith said because of the safety issues involved, a 50% cost split seems reasonable and Charlie Whitman said that these projects have come to be much more expensive than originally anticipated.

Mr. Keiser said he would not support a maximum on the cost of a project where safety is such an issue.

MOTION:

A motion was made by Ms. Smith and seconded by Mr. Huber to approve the changes to the Sidewalk Subsurface Infill Grant Program as proposed without a cap on the grant amount and the motion passed unanimously with members Christianson, Huber, Keiser, Smith and Walth voting in favor.

Ms. Smith said in regard to the Technical Assistance Bank Grant Program, clarification is needed as what classifies as a remodel versus a renovation.

Mr. Huber said tenant versus owner should be considered and that the intent should be better defined.

Mr. Keiser said a person can build and be successful or buy an existing property where there is the option for different levels of support for improvements potentially available.

Mr. Christianson suggested an amendment be made to the language to state that property tax exempt projects are not eligible for this program. He asked if Mr. Whitman could look at it to apply the appropriate language and Mr. Whitman said that would be fine.

MOTION:

A motion was made by Mr. Christianson and seconded by Ms. Smith to approve the changes to the Technical Assistance Bank Grant Program with the change that those properties exempt of property tax are not eligible and the motion passed unanimously with members Christianson, Huber, Keiser, Smith and Walth voting in favor.

Mr. Christianson said to apply the same statement of property tax exempt properties not being eligible for all the CORE Incentive Programs.

Chairman Walth asked if everybody is comfortable with stating that every story on all sides of the building including the street sides must be addressed and Ms. Lee said to add that all sides must be structurally sound.

Mr. Keiser suggested to remove the signage portion altogether and no longer provide assistance for signage projects.

MOTION:

A motion was made by Mr. Keiser and seconded by Ms. Smith to approve the changes to the Façade & Signage Incentive Grant Program with the amendments that property tax exempt properties are not eligible and the removal of the signage portion of the program. The motion passed unanimously with members Christianson, Huber, Keiser, Smith and Walth voting in favor.

Mr. Keiser suggested that it be explained in the guidelines of the Housing Incentive Grant Program that non-profit agencies are not eligible.

Chairman Walth said the per household dollar amount as well as 1 to 3 unit dwelling compared to 4+ unit dwellings should also be changed.

Mr. Keiser said a limited amount of improvements can be done for the current \$20,000 offered and that they should be encouraging people to want to make updates and changes.

Mr. Whittey suggested that questions be asked of the Assessing Division and Technical Advisor Jeff Ubl as to what improvement costs are at for a minimum and maximum investment in order to make an educated recommendation.

Mr. Walth said changes need to be made to the Technical Assistance Bank Program guidelines before taking further action on the Conlin Restaurants requested. The general consensus of the members present is to remove the language that would allow remodeling of interior spaces from the list of eligible work from the CORE Technical Assistance Bank. Mr. Walth then tabled discussion of the Housing Incentive Grant Program to the next meeting to allow questions to be asked of Mr. Ubl and the City of Bismarck Assessing Department.

OTHER BUSINESS

Mr. Tomanek distributed a list of year to date completed CORE Incentive Programs in order to assist with budgeting for the 2014 fiscal year.

ADJOURNMENT

There being no further business, Chairman Walth adjourned the meeting of the Bismarck Renaissance Zone Authority at 5:10 p.m.

Respectfully Submitted,
Hilary Balzum
Recording Secretary
Curt Walth
Chair

BISMARCK RENAISSANCE ZONE AUTHORITY STAFF REPORT

BACKGROUND:	
Title: 411 East Main Avenue/Fiesta Villa – CORE T	echnical Assistance Bank
Status: Renaissance Zone Authority - continued	Date: June 18, 2013
Street Address: 411 East Main Avenue	Legal Description: Tract 401 of Lots 1-12, Original Plat
Project Type: CORE Incentive Program	CORE Program: Technical Assistance Bank
Applicant: Conlin Restaurants, Inc. (Pete Conlin)	Owners: Depot Associates, LLC

Project Description:

The applicant is requesting assistance from the CORE Technical Assistance Bank to secure services of an architect for an update to the interior of Fiesta Villa restaurant. The applicant wishes to work with JLG Architects to develop a concept using the existing southwest theme along with Northern Pacific Railroad elements to tie the interior elements and themes of the lounge, dining area and patio together. This item was continued from the May 21, 2013 Renaissance Zone Authority meeting.

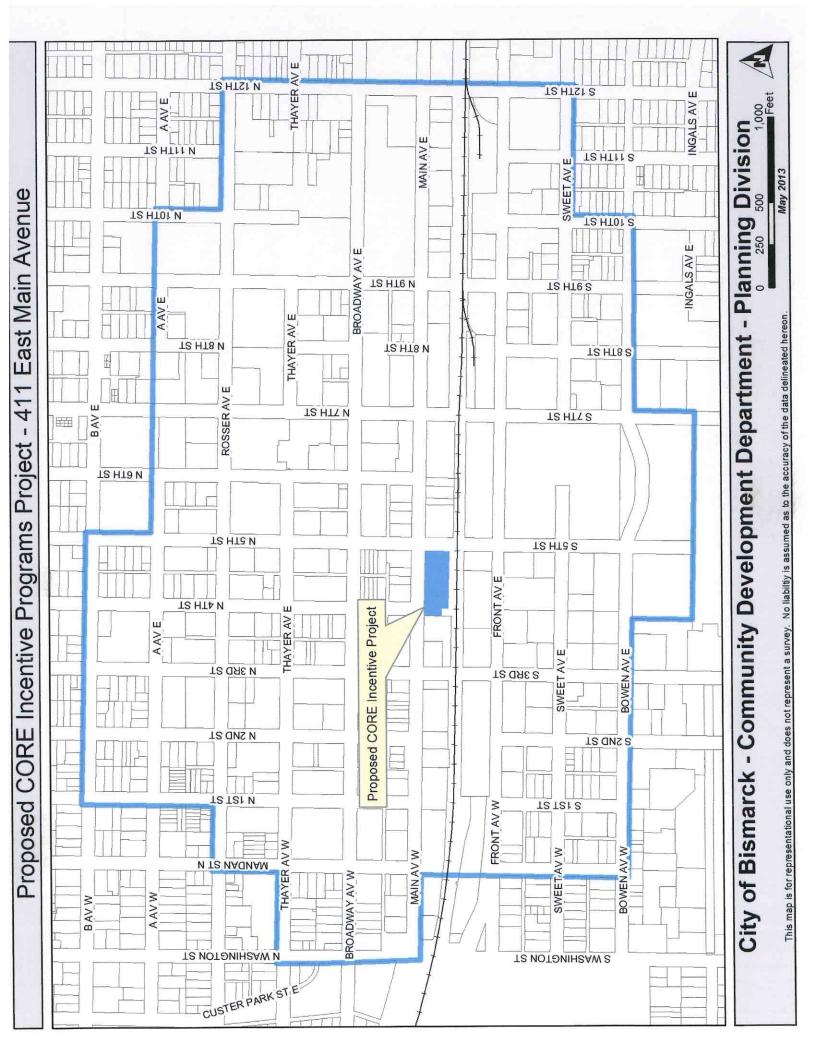
Parcel Size:	Building Floor Area:	Lease Area:
51,621 square feet	9,243 square feet (gross)	4,800 square feet
Total Project Cost:	Architect:	Incentive Grant Requested:
N/A	JLG Architects	Up to \$2,475.00

FINDINGS:

- 1. The building is located within the Downtown Tax Increment Financing District.
- 2. Technical Assistance Bank grant funds may be used to secure professional services to assist with the preliminary review and design of improvements to a building, as well as feasibility studies, renovation vs. restoration opinions, and preliminary cost estimates. The grant amount is limited to 30 hours of work with a rate of \$110.00 per hour, and a total dollar amount not to exceed \$3,300. Applicants will be responsible for a 25% matching contribution. At this time the finite dollar amount has not been established due to the fact that design work will not commence until the final approval from the Board of City Commissioners has been received.
- 3. The applicant has requested to work with JLG Architects. JLG has committed to offering design and drafting services as part of the CORE Technical Assistance Bank.

RECOMMENDATION:

Based on the above findings, staff recommends denial of the request for a Technical Assistance Bank grant, based on the Renaissance Zone Authority's decision during the May 21, 2013 meeting to remove language for interior remodeling projects as part of the CORE Technical Assistance Bank's list of project types eligible for reimbursement through the CORE Incentive Programs.



Fiesta Villa Technical Assistance

Scope of Work

Provide Fiesta Villa with a concept for interior/exterior renovation involving the bar, dining area, and patio,

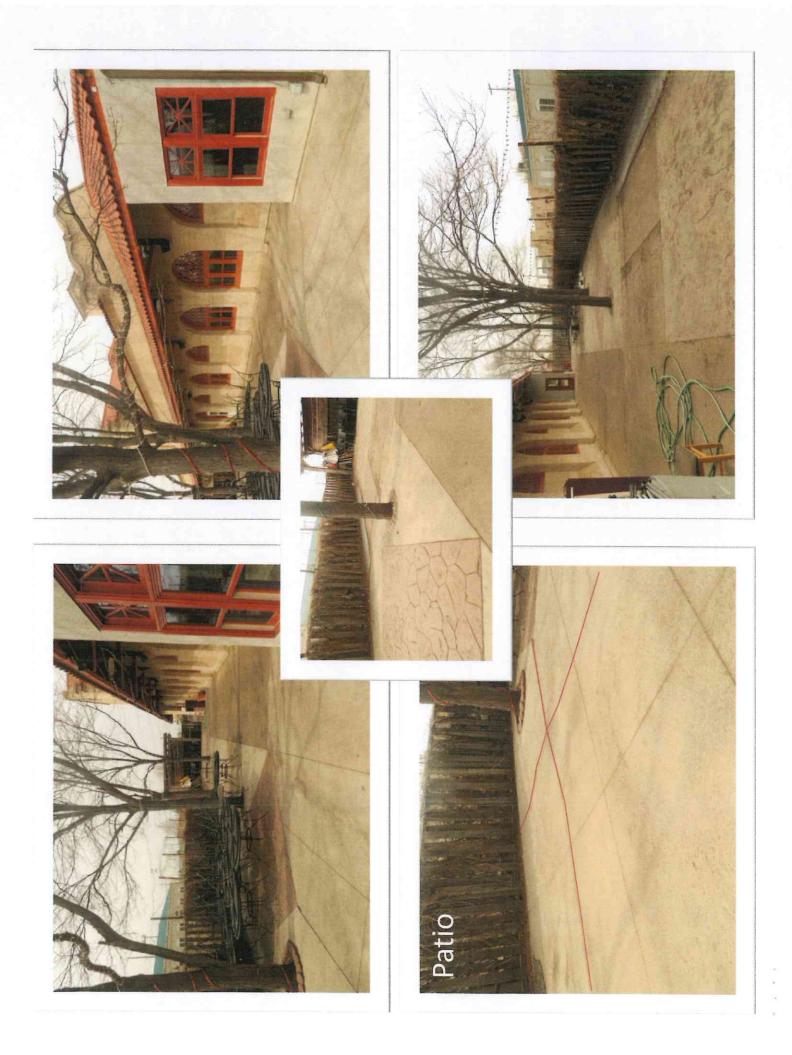
Provide a rough estimate of costs for renovation.

Reason for Work

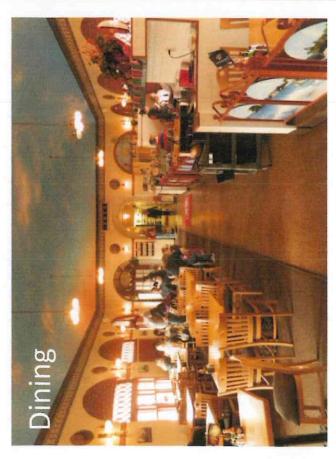
Fiesta Villa's interior design is somewhat disjointed due to various rework over the years. The décor of the bar does not match the dining or patio. The objective is to have professional designers review the elements of depot and come up with a design that ties the bar and dining room together, as well as integrate the patio so that there is a smooth design flow throughout.

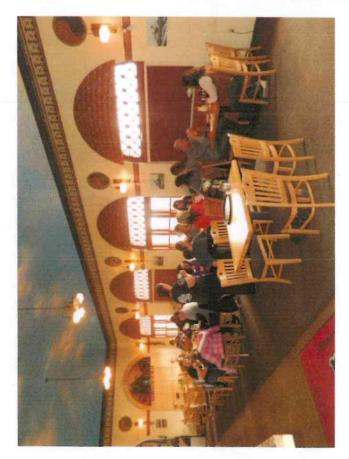
It will also be imperative that the design elements are in keeping with the southwestern design of the building as well as the Northern Pacific elements building into the interior of the dining room.

In addition, the patio is solid concrete which is uneven due to pouring around trees (area was not leveled before the pour). This makes it difficult to have level chairs and tables. It also threatens the 4 locust trees in the patio area, as the roots are now covered with concrete. It is desirable to have a design that accommodates getting water to the trees, integrating the natural foliage along the fence line, and creating a garden-like patio that is functional and safe.

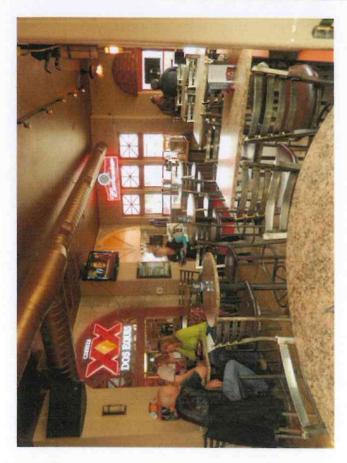


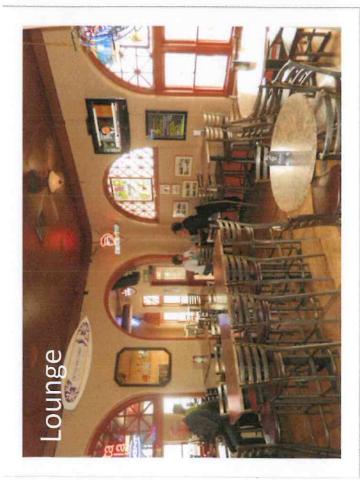












BISMARCK RENAISSANCE ZONE AUTHORITY STAFF REPORT

BACKGROUND:	
Title: 529 East Broadway Aveue/J & G, Inc. dba	Red Wing Shoes – Lease
Status: Renaissance Zone Authority	Date: June 18, 2013
Street Address: 529 East Broadway Avenue	Legal Description: Lots 1-6, 19-24 and the vacated alley adjacent, Block 46, Original Plat
Project Type: Lease	Renaissance Zone Block Number: Block 21
Applicant: J & G, Inc. dba Red Wing Shoes	Owner: City of Bismarck

Project Description:

The applicant is proposing to remodel and expand the retail shoe store showroom and storage. Improvements to the leaseable area include drywall, framing, painting, electrical, plumbing and updates to the HVAC systems. The current lease space is 1,500 square feet; the business will be expanding to 2,119 square feet.

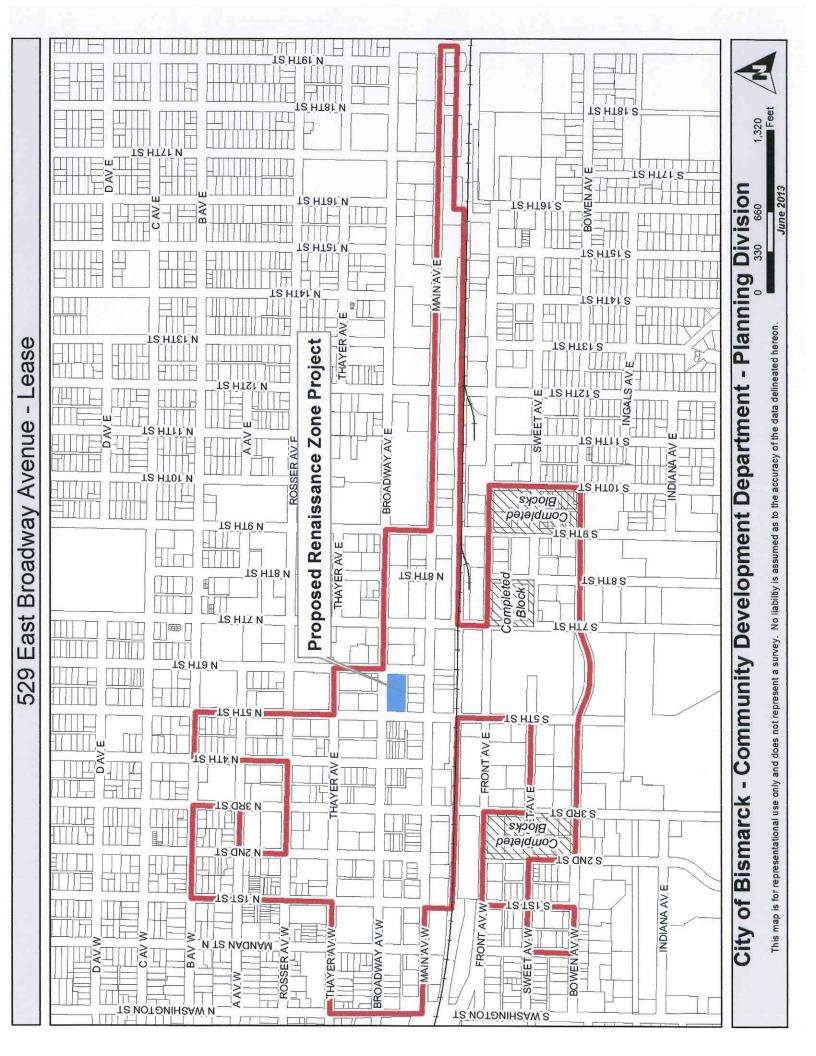
PROJECT INFORMATIO	N:	
Parcel Size: 45,000 square feet	Building Floor Area: 42,627 square feet (total)	Certificate of Good Standing: Received
Lease Area: 2,119 square feet	Estimated Property Tax Benefit: N/A	Estimated Income Tax Benefit: \$40,000 over 5 years
PROJECT REVIEW GUII	DELINES:	
High Priority Land Use: Yes – commercial	Targeted Area: Yes – mixed-use	Public Space/Design: N/A
Capital Investment: \$600,000	New/Expanding Business: Yes – expanding business	Historic Property: N/A
FINDINGS:		

- 1. The proposed use is consistent with the City's Renaissance Zone Development Plan.
- 2. The lease will be for an expanding business currently located in downtown Bismarck; the additional lease area is 619 square feet for a total of 2,119 square feet.
- 3. The applicant would be occupying space in a building that has not previously been classified as a Renaissance Zone project; therefore, the applicant is required to invest a minimum of \$30 per-square-foot in improvements to the space. The applicant has indicated an estimated investment ranging from \$73,996 to \$80,992. The average per-square-foot investment ranges from \$34.92 to \$38.23. Additional expenses will be incurred; however, those costs are considered non-capital improvements and are not calculated in the overall minimum level of investment.
- 4. The project completion date is projected for the fall/winter of 2013.

RECOMMENDATION:

Based on the above findings, staff recommends approval of the designation of the lease at 529 East Broadway Avenue by J & G, Inc. doing business as Red Wing Shoes, as a Renaissance Zone project with an exemption from state tax on income derived from the business and investment location for five years beginning with the date of occupancy of the expanded area.

Title		oject Type: Lease						
	rent Valuation: Pr	oposed Capital Investment: N/A						
	MMUM CRITERIA:	IVA	Possible	Staff				
INTEL	MINIMUM CRITERIA:							
Dror	oosals Involving a Commercial Lease (Tenancy, Not Own	orchin).	Points	Rating				
1	Use consistent with the Renaissance Zone Development		20	20				
1	Specific goals: A1, A3, C1, C2 and C3	. 1411	20	20				
2	New business, expanding business or continuation of least	20	10	10				
3	Within building rehabilitated as an approved Zone project		10	$\frac{10}{10}$				
3	\$30 per square foot in improvements	t of myestment of at least	10	10				
	\$30 per square root in improvements	Subtotal	40	40				
nn/	DJECT REVIEW GUIDELINES - REQUIRED:	Subtotai	70	70				
			15	15				
1	High Priority Land Use		13	13				
	 Primary sector business Active commercial, specialty retail and/or destination of 	ommorojo!						
	Mixed use development	commerciai						
	 Residential units, including single or multi-family units 							
			15	15				
2	Capital Investment	· owner or legge)	13	15				
3	• Consideration for level of capital investment (either by Targeted Area	owner or lessee)	15	15				
5	Parcels that have been vacant or underutilized for an experience of the parcels and the parcels are the parcels and the parcels are the p	standed period		1.5				
	 Parcels that have been vacant of under utilized for an ex- Parcels specifically targeted for clearance 	dended period						
4	Relocation (vs. New or Expanding Business)		15	15				
***	Relocation from within the downtown area (may not be	elioihle)		13				
	Relocation from a community outside Bismarck area (
	Maintaining existing business in the downtown area or		4					
	Viantaning existing business in the downtown area of	Subtotal	60	60				
		TOTAL	100	100				
PDI	DJECT REVIEW GUIDELINES - OPTIONAL:	1011		100				
1	Public Space/Design		10	0				
ı	• Incorporation of civic or public spaces		***					
	Demonstrated commitment to strengthen pedestrian co	nnections						
	Attention to streetscape amenities and landscaping	Inicotrons						
	Attention to design and visual appearance							
2	Historic Preservation and Renovation		10	10				
L	Within the downtown historic district		10					
	Contributing or non-contributing							
	Historic preservation component							
	- Tratorio pressi vation component	Additional Optional Points	20	100				
		TOTAL	120	100				





5/23/2013

To Renaissance Zone Committee,

Thanks so much for this opportunity to partner with the city of Bismarck in a Renaissance Zone project. As most are aware, the Red Wing Shoe Store has been a fixture in downtown for well over 40 years. I am humbled as I reflect on the thousands of loyal customers we have retained in all those years.

When this store first opened in September of 1970, the Kirkwood Mall had also just opened. John Mushik, now deceased, was told by the "experts" that the cutting edge retail trend was malls. John, having another shoe store in downtown Mandan, disagreed. The commitment that he made and continues on today bears witness that John was absolutely right.

While most Red Wing Shoe Stores around the country have made a beeline to strip malls, we committed to downtown Bismarck. In 2012 this little downtown store reached a milestone. We were honored and recognized by Red Wing Brands of America as a Million Dollar Sales Club store. Quite the feat considering the population base we work with in comparison to other parts of the country. While oil is a factor, it's not the whole story. Our quality footwear, unparalleled service, and the best employees I could ever hope for make up the bigger picture.

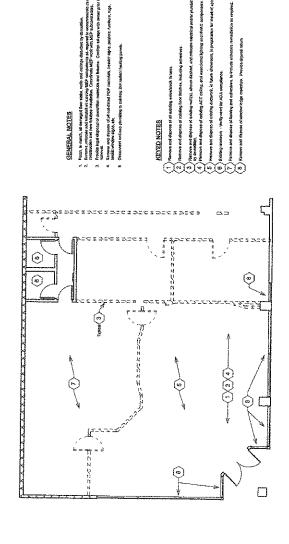
There was a time when we could get by with 2 employees,: myself and another part-time employee. Those days are gone. We have 2 full-time employees and 3 part-time, two of which are at 28 hours. My desire is to add another 2-3 part-time employees over the next year and a half. As business has increased we recognized the need to expand our store hours. We are now open 7 days a week and open evenings until 7:00pm.

As you can see by the drawings, our expansion/remodel will add an extra 600 square feet. The extra room will allow us to not only expand our footwear options but also to add a Red Wing industrial clothing line. We are all excited about this expansion and about our commitment to downtown Bismarck. Thank you very much for your consideration of this application.

Sincerely,

Troy Barber - store manager

Red Wing Shoe Store
Independently owned & operated
529 E Broadway Avenue, Bismarck, ND 58501
P: 701.223.2445 F: 701.223.8583 C: 701.400.3422 E: shoeguy62@gmail.com



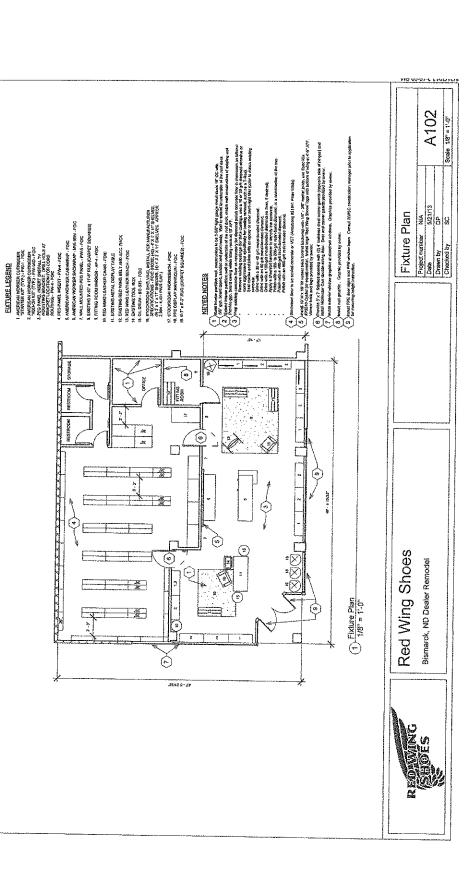
| Demolition Plan | Project number | NM | A 1 0 1 | Date | Date | State | Stat

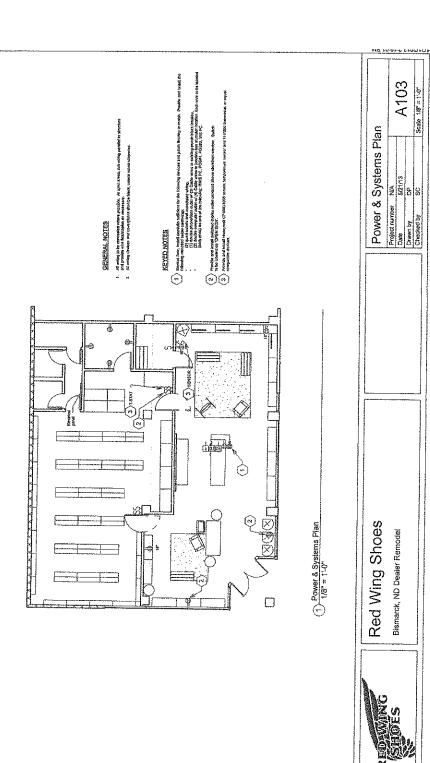
Red Wing Shoes

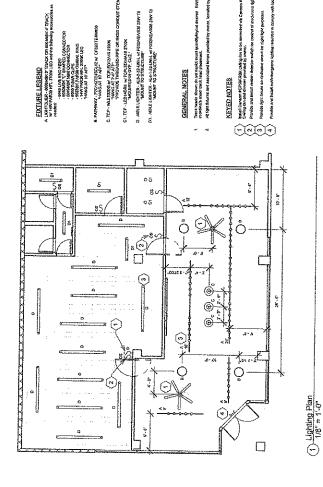
1) Demolition Plan

Bismarck, ND Dealer Remodel

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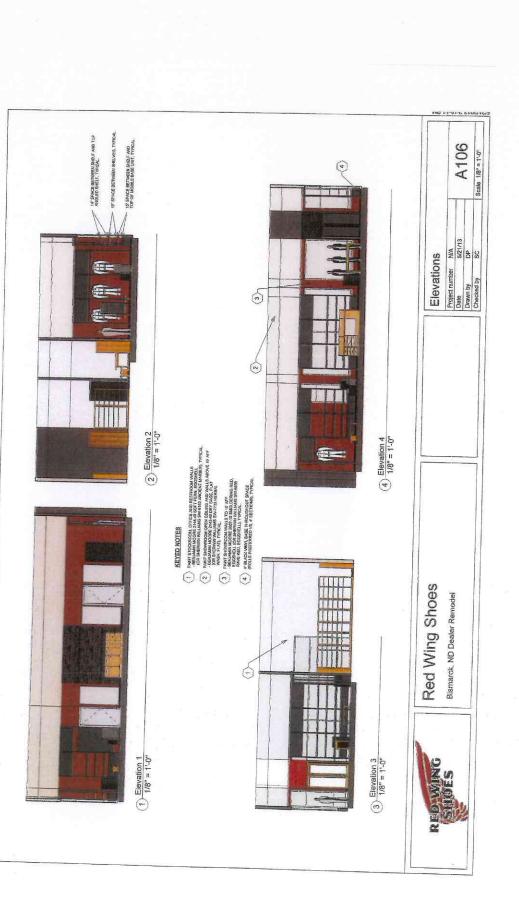


Red Wing Shoes

Bismarck, ND Dealer Remodel







SH2 Companies Bismarck, ND Red Wing Shoes

Notes		emoval									A Revisions	ion			ar								0	()
		No Asbestos Removal									Assume No ADA Revisions	No Fire Protection	No Fire Alarm	Fitting Room	Labor and Mortar	AN I			-	1	1	1	+61 150.	V 800
Total		2,400.00	1,204.00	13,125.00	9,030,00	15,340.00	4,750.00	2,061.00	1,211.00	6,982.00				1,316.00	810.00	637.00	412.00	8,000.00	1,118.40	2,025.00	1,600.00	525.00	72,546.40	5,440.98 3,899.37 3,899.37
		4	69	₩	49	69	()	↔	69	69				69	₩.	69	69	()	₩.	\$	69	49	69	69 69 6 9
Cost		\$ 2,400.00	\$ 301.00	\$ 13,125.00	\$ 9,030.00	\$ 15,340.00	\$ 4,750.00			_				\$ 658.00	\$ 810.00	\$ 637.00		\$ 50.00			\$ 1,600.00			
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iption																	50	S S S S S S S S S S S S S S S S S S S						nd Burden
Description	Architect Mechanical Engineer Electrical Engineer	Permit	Demolition	Dumpster	Drywall/Framing	Paint	Electrical	Sales Floor Polish	Stockroom VC	Vinyl Base	HVAC	Plumbing	Fire Sprinklers	Fire Alarm	Doors and Hardware	Install Brick veneer	Graphics Installation	Fixture install materials	Carpenter	aborer	Per Diem	Travel	Sub Total	Taxes, Insurance and Burden Overhead

RED WING SHOES - CONSTRUCTION BID SUMMARY

Location: Bismarck, North Dakota		Contractor	Dakota West Contracting
	G.C.	SUB	TOTAL AMOUNT
Architectural / Engineering Fees:	*		\$
Permit Fees:	X		\$ 581.00
Demolition & Dumpster:	X		\$ 5711.00
Carpentry Labor & Materials:	×		\$ 1727_00
Steel Framing, Drywall, Taping/Sanding:	X	X	\$ 9227,00
Acoustic Ceiling:			\$
Concrete Polishing (Showroom):		X	s 8121.00 10365.00
Concrete Sealing (Stockroom):			\$ -
VCT Floorcovering:		X	\$ 2750 <u>.</u> 00
Ceramic/Laminate Floorcovering:	Transaction		\$ <u>-</u>
Brick Veneer installation:		X	\$ 2375.00
Vinyi Base:		X	s 875.00
Painting:		X	\$ 5254,00
Fixture Installation:	X		s 1875_00
Stock Shelving Installation:	Х		\$ 1875.00
Plumbing			\$ Included _
Fire Protection:		N/A	\$
Fire Alarm System:		N/A	\$ -
HVAC:		X	\$ 14,850.00 19550.00
Electrical:		X	\$ 6030.00 -8730.00
State Sales Tax:			\$ -
Cleaning:		X	\$ 500,00
Travel:			\$ -
Supervision:	X		\$ 720,00
No. of the second secon		SUBTOTAL	. \$ 64,4.71.00
	NI, P	······································	**************************************
Overhead and Profit		V Barriani i Agrico de de la composició de la composició de la lacidad de la colonia	0705 20
General Conditions		- A	
	TOTAL COST OF	CONSTRUCTION	15 13,476.00 \$2500.00
		Alternate #	1 5
		Alternate #	
	Total G.C. Co	nst Cost w/ Alternate	s
State To Be Paid Sales Tax:		44.43.004.44.44.44.44.004.004.004.004.00	
Sales Tax ID Number:	*Xi		- Colored
NOTES FOR ALTERNATES:			
•			

GENERAL CONTRACTOR	(signature)	(date)

BISMARCK RENAISSANCE ZONE AUTHORITY STAFF REPORT

BACKGROUND:	
Title: 306 South 1st Street/Arikota LP dba Unite	ed Printing - New Construction
Status: Renaissance Zone Authority	Date: June 18, 2013
Street Address: 306 South 1 st Street	Legal Description: Lots 1-12, Block 59, Original Plat
Project Type: New construction	Renaissance Zone Block Number: Block 14A
Applicant: Arikota, LP/Joe Hauer	Owner: Arikota, LP

Project Description:

The applicant is proposing to construct a new 20,000 square foot building; the south portion of the building will be two stories, the north portion will be one story. The south, two-story portion will consist of veneer brick, metal panels, and a glass curtain wall accompanied by signage and electronic reader boards. The north single-level warehouse portion of the building will be an EIFS (Dry-Vit) material. The proposed building will house United Printing.

Parcel Size:	Building Floor Area:	Certificate of Good Standing:	
80,000 square feet	20,000 square feet (total)	In process	
Assessed Value of Building: \$0 (vacant property)	Proposed Investment: \$3,000,000	Estimated Value w/ Investment: \$2,000,000 +/-	
2010 Property Taxes: \$2,268 (land only)	Estimated Property Tax Benefit: \$100,000	Estimated Income Tax Benefit: N/A	
PROJECT REVIEW GUIDI	ELINES:		
High Priority Land Use: Yes – office/commercial	Targeted Area: Yes – vacant property	Public Space/Design: Yes – design/landscaping	
Capital Investment:	New/Expanding Business:	Historic Property:	
Yes – significant	Yes – new	No – not in historic district	

- 1. The proposed use is consistent with the City's Renaissance Zone Development Plan.
- 2. The proposed project is outside the DC-Downtown Core and DF-Downtown Fringe zoning districts; therefore, the proposed building materials, design and appearance have not been reviewed by the Downtown Design Review Committee. The property is located in the CG-Commercial zoning district, there are currently no design regulations in that zoning district.
- 3. The project will begin during the summer of 2013 and end in the spring of 2014.
- 4. The project is subject to the City's Site Plan Review process; at which time multiple City departments will review the project to ensure that the proposed elements satisfy ordinances, regulations and building code requirements. Site plans have been submitted and are currently being reviewed as part of the process.

(continued)

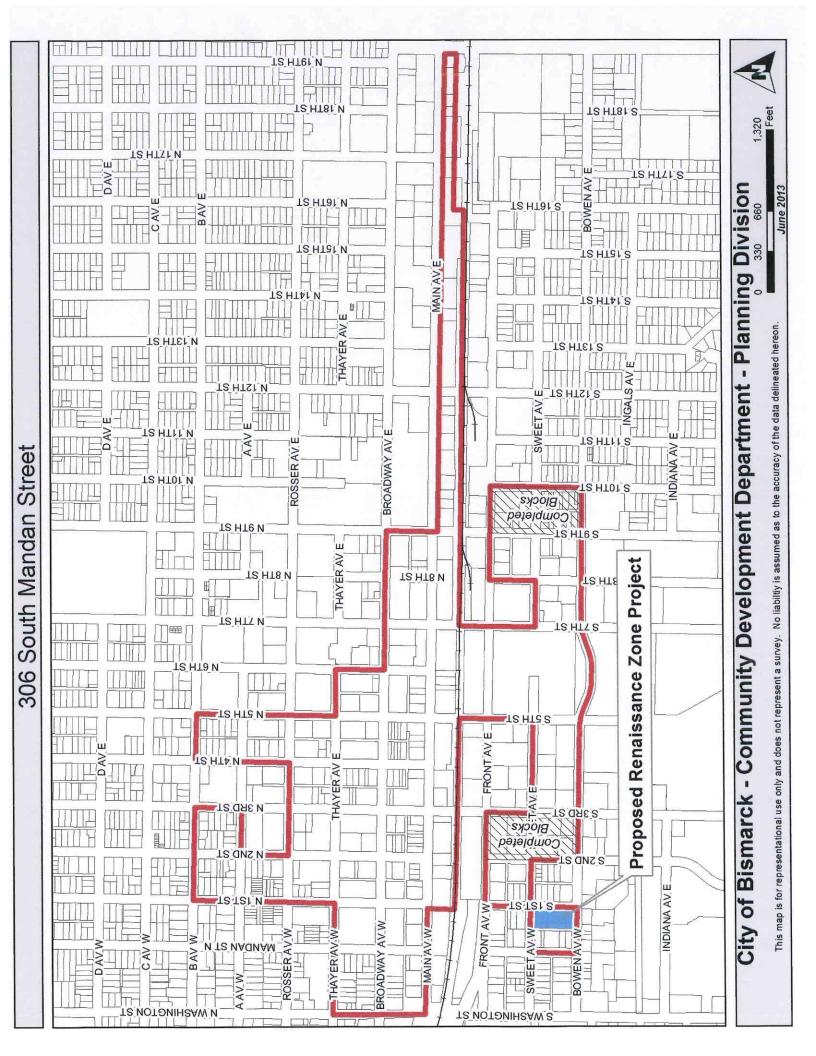
- 5. Renaissance Zone projects designated as new construction are required to invest a minimum of \$150 persquare-foot in the construction of the facility. The architect's estimate of \$3,000,000 to construct a 20,000 square foot building is equivalent to \$150.00 per square foot.
- 6. The proposed landscaping and screening requirements, pertaining to location and quantity, are acceptable as shown.

RECOMMENDATION:

Based on the above findings, staff recommends approval of the designation of the construction of a new building at 306 South 1st Street by Arikota, LP as a Renaissance Zone project with a 100% property tax exemption on the building and improvements for five years beginning with the date of completion, and an exemption from state tax on income derived from the business/investment location for five years beginning with the date of completion, with the following conditions:

- 1. The project generally conforms to the project description, site plan and conceptual images submitted with the application.
- 2. All the necessary building and other required permits are obtained prior to commencement of the project.
- 3. All the required landscaping and street trees be included with the project.

Title: Project Type:				
	Arikota, LP New construction			
Cu	rrent Valuation:	Proposed Capital Investment:		
	\$147,000 (land only)	\$3,000,000	***************************************	
M	INIMUM CRITERIA:		Possible	Staff
			Points	Rating
Pr	oposals Involving New Construction:		.,	
1	Use consistent with the Renaissance Zone Development Plan		20	20
	Specific goals: A1, A2, A3, B2, C1, C2, C3, D1, D2, F1, F2, F3, F4, F6, G4 and G5			
2	Investment of at least \$55 per square foot in capital improvements		20	20
		Subtotal	40	40
PF	OJECT REVIEW GUIDELINES – REQUIRED:			8 8 8 8
1	High Priority Land Use		15	15
	Primary sector business			
	 Active commercial, specialty retail and/or destination of 			
	Mixed use development			
	 Residential units, including single or multi-family units 	S		
2	Capital Investment		15	15
	 Consideration for level of capital investment 		15	
3	Targeted Area			15
	 Parcels that have been vacant or underutilized for an extended period 			
	Parcels specifically targeted for clearance			
4	Relocation (vs. New or Expanding Business)			15
	 Relocation from within the downtown area (may not be eligible) Relocation from a community outside Bismarck area (may not be eligible) 			
	 Maintaining existing business in the downtown area or 			
		Subtotal	60	60
		TOTAL	100	100
PI	ROJECT REVIEW GUIDELINES – OPTIONAL:			
1	Public Space/Design		10	10
	 Incorporation of civic or public spaces 			
	Demonstrated commitment to strengthen pedestrian connections			-
	Attention to streetscape amenities and landscaping			
L	Attention to design and visual appearance			
2	Historic Preservation and Renovation		10	0
	Within the downtown historic district			
	Contributing or non-contributing			
	Historic preservation component			
		Subtotal	20	10
		TOTAL	120	110



Project: Joe Hauer Commercial Building

How the Project Meets Reinassance Goals & Objectives:

This project meets the goals and objectives of the Reinassance Zone in several ways. By infilling a new commercial structure at this location the project helps identify the Reinassance Zone as a center of business life. The anticipated tenant business also attracts various agencies and groups who will conduct business in and around the project site evolving the varied culture of the surrounding area. The well planned vegetation will enhance pedestrian circulation around the site and the ground level retail at the corner of Bowen Avenue and 1st Street will further boost a users experience in the Reinassance Zone.

The visual appearance of the building achieves the goals and objectives of the Reinassance Zone as well. The highly visible retail and administration space planned at the south end will be clad with durable, quality materials; brick veneer, glazed curtain wall, and architectural metal panels. The entry canopy is designed at a human scale supporting a balance with pedestrian use and the landscaping thru out the parking lot blends the automobile space.

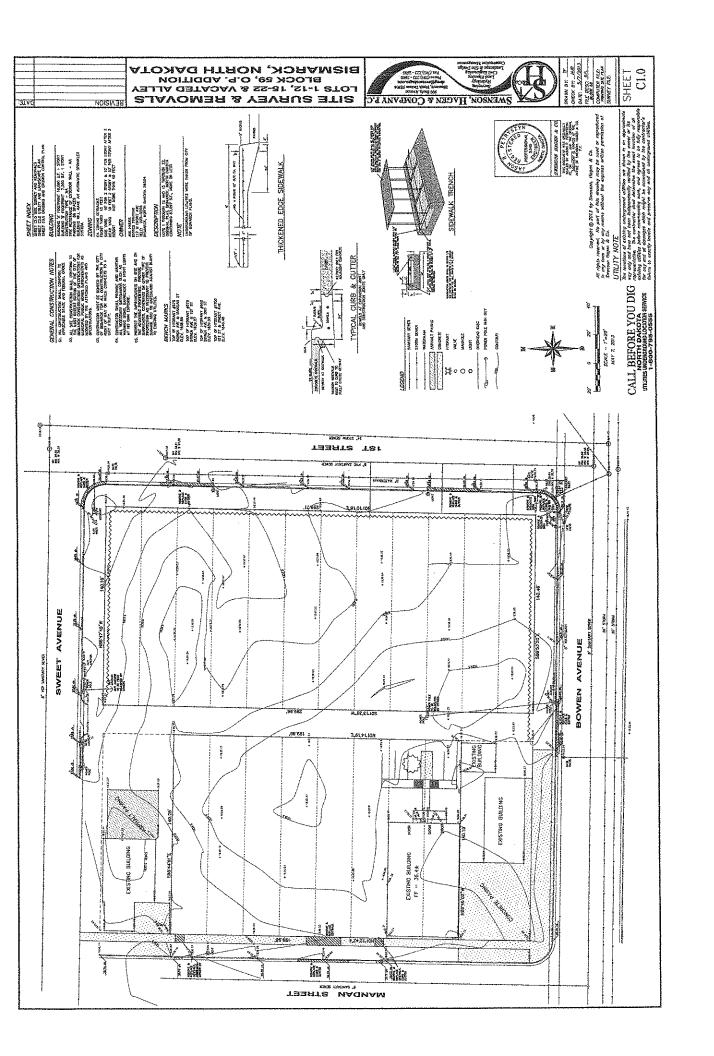
Why the applicant wants to apply:

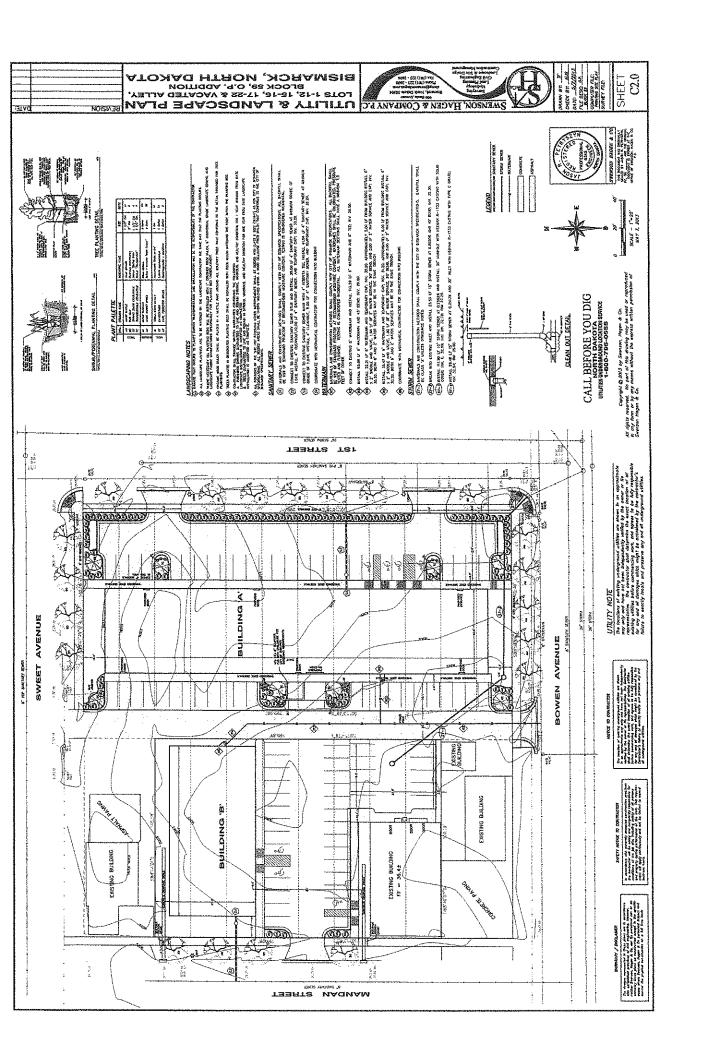
The applicant is applying to the Reinassance Zone for numerous reasons. The owner, designer, and builder believe in strengethening the area visually and culturally. The City of Bismarck has been growing significantly and the applicant feels the Reinassance Zone is an ideal location to promote preferred retail, office, government, and institutional uses. By building a new, well-designed infill structure the applicant feels they are contributing to this type of development.

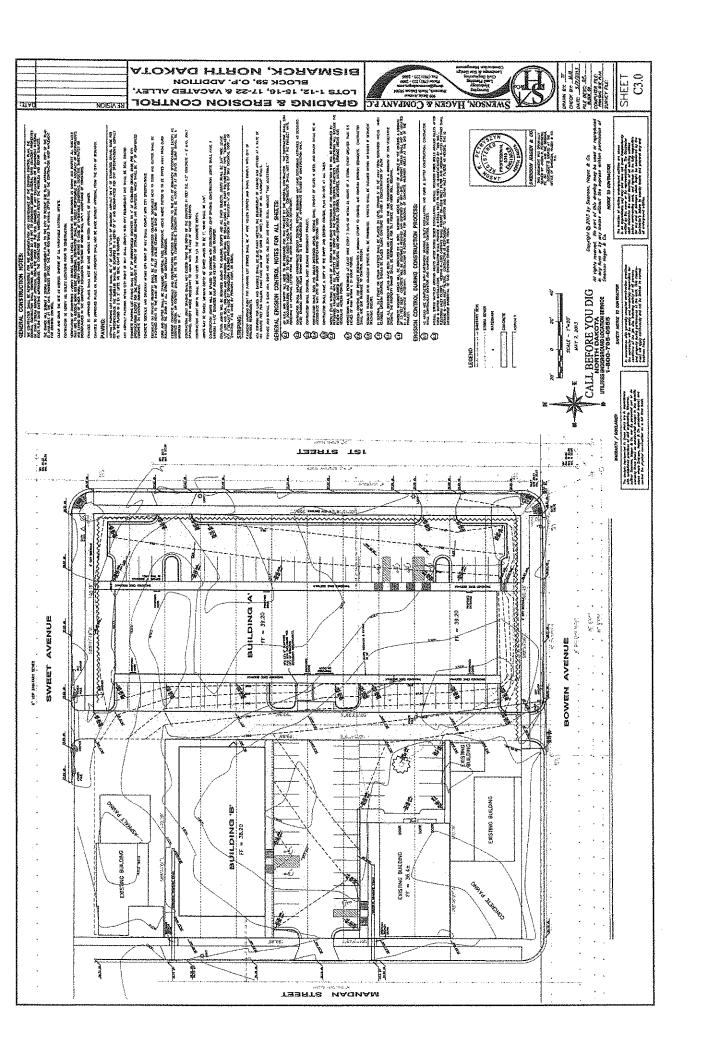


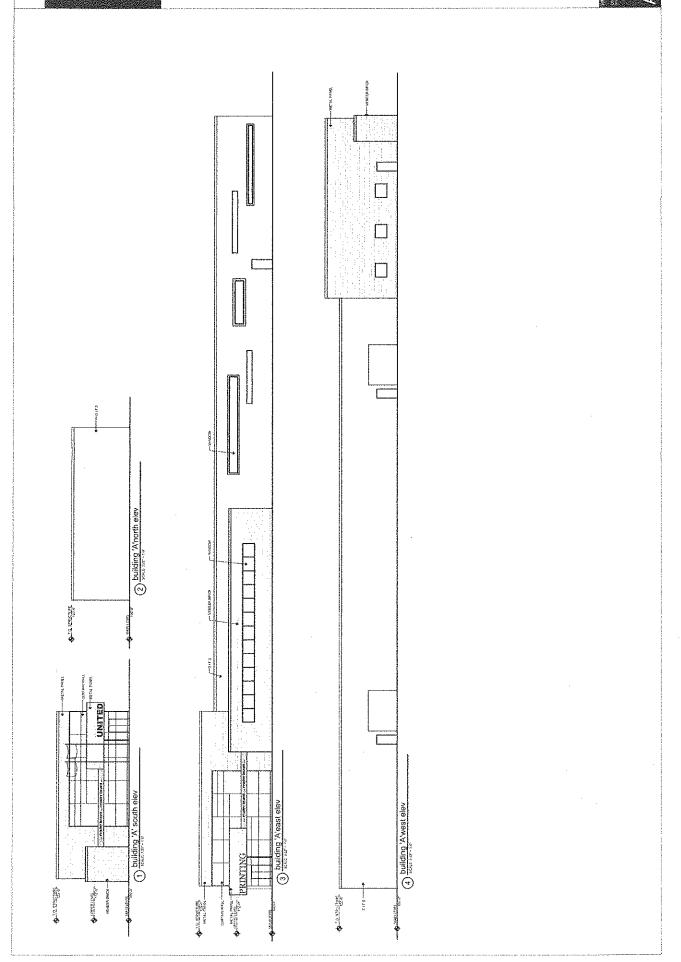
Schematic design BISMARCK, ND

design group se humarez arestrana men determ



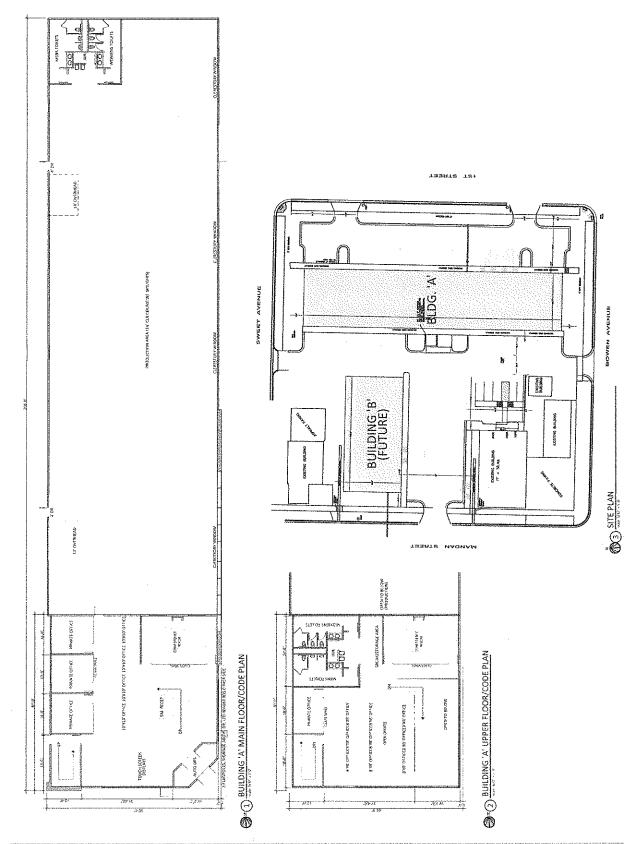






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BISMARCK RENAISSANCE ZONE AUTHORITY STAFF REPORT

BACKGROUND:	
Title: 222 West Broadway Avenue/Skjonsby Unlin	nited, Inc. – Rehabilitation
Status:	Date:
Renaissance Zone Authority	June 18, 2013
Street Address:	Legal Description:
222 West Broadway Avenue	Lots 17-18, Block 84, Original Plat
Project Type:	Renaissance Zone Block Number:
Purchase with Major Improvements	Block Number 10
Applicant:	Owner:
Skjonsby Unlimited, Inc./Rich Skjonsby	Skjonsby Unlimited, Inc.

Project Description:

The applicant is proposing to completely renovate the interior and exterior of the home and convert the single-family dwelling into a two-unit residential rental property. Remodeling improvements to the property include the main floor, second floor and lower level, and will involve new windows, replacing the siding, improvements to the deck & porch, landscaping, and new flooring. Other renovation items include new plumbing; electrical work, and drywall repairs will be added to walls and ceilings where the current plaster has degraded.

PROJECT INFORMATIO)N:	
Parcel Size: 7,500 square feet	Building Floor Area: 1,770 square feet	Certificate of Good Standing: In Process
Assessed Value of Building: \$41,300 (building only)	Proposed Investment: \$72,421	Estimated Value w/Investment: \$90,000
2012 Property Taxes: \$1,094	Estimated Property Tax Benefit: \$5,500 over 5 years (100%)	Estimated Income Tax Benefit: \$5,000 over 5 years
PROJECT REVIEW GUI	DELINES:	
High Priority Land Use: Yes – residential use	Targeted Area: Yes – vacant or under utilized	Public Space/Design: No – minor changes to exterior
Capital Investment: Yes	New/Expanding Business: N/A – residential	Historic Property: No – non-contributing
ADDITIONAL INFORMA	ATION:	

1. Currently there are no trees planted within the grass boulevard adjacent to the residence. Historically the Renaissance Zone Authority has required applicants to install landscaping whenever possible as part of an effort to help continue to promote trees in the downtown area.

FINDINGS:

- 1. The proposed use is consistent with the City's Renaissance Zone Development Plan.
- 2. The proposed exterior rehabilitation would be sufficient to eliminate any and all deteriorated conditions on the exterior of the building.
- 3. Using the 2013 assessed value of the building (\$41,300) and the proposed investment of \$72,421, the level of re-investment is approximately 175 percent. The minimum level of investment for rehabilitation projects is 50 percent of the assessed building and \$40 per-square-foot made through capital improvements. The proposed investment would be equivalent to approximately \$41.00 per-square foot.

(continued)

4. The applicant anticipates that the project would begin immediately upon approval and be completed prior to the end of 2013.

RECOMMENDATION:

Based on the above findings, staff recommends approval of the designation of the rehabilitation of the building at 222 West Broadway Avenue by Skjonsby Unlimited, Inc. as a Renaissance Zone project, a 100% property tax exemption on the building and improvements for five years beginning with the date of completion, and an exemption from state tax on income derived from the business/investment location for five years beginning with the date of completion with the following conditions:

- 1. The project generally conforms to the site plan submitted with the application.
- All the necessary building permits are obtained.
- 3. Any modifications to the project as proposed would need to be reviewed by the Renaissance Zone Authority prior to implementation.
- 4. The Renaissance Zone Authority consider requiring the applicant to install trees within the boulevard.

	OJECT INFORMATION:				
Tit		'roject Type:			
		Rehabilitation			
Current Valuation: Proposed Investment:					
		572,421			
MI	NIMUM CRITERIA:			Possible	Staff
				Points	Rating
Pro	posals Involving a Purchase with Improvements:				
l	Use consistent with the Renaissance Zone Developmen			20	20
	Specific goals: A1, A2, A3, C1, D2, G1, G3, G4				
2	Significant level of re-investment based on guidelines	for purchase projects		20	20
	Proposed re-investment total: 175%				
		Sub	otal	40	40
R	OJECT REVIEW GUIDELINES - REQUIRED:				
Į.	High Priority Land Use			15	15
	Primary sector business				
	 Active commercial, specialty retail and/or destination 	commercial			
	Mixed use development				
	 Residential units, including single or multi-family ur 	its			
2	Capital Investment			15	15
	Consideration for level of capital investment				
3	Targeted Area			15	15
	 Parcels that have been vacant or underutilized for an 	extended period			
	Parcels specifically targeted for clearance				
1	Relocation (vs. New or Expanding Business)			15	15
	Relocation from within the downtown area (may not				
	Relocation from a community outside Bismarck area				
	Maintaining existing business in the downtown area				
		Subt		60	60
	O MOTE DEVIATIVE OF THE PARTY O	TO	ľAL	100	100
	OJECT REVIEW GUIDELINES - OPTIONAL:		T C U		
	Public Space/Design			10	0
	• Incorporation of civic or public spaces				
	Demonstrated commitment to strengthen pedestrian of Attention to strengthen pedestrian of the stre	connections			
	Attention to streetscape amenities and landscaping				
	Attention to design and visual appearance Historic Process			10	
2	Historic Preservation and Renovation			10	0
	Within the downtown historic district				

Additional Optional Points

TOTAL

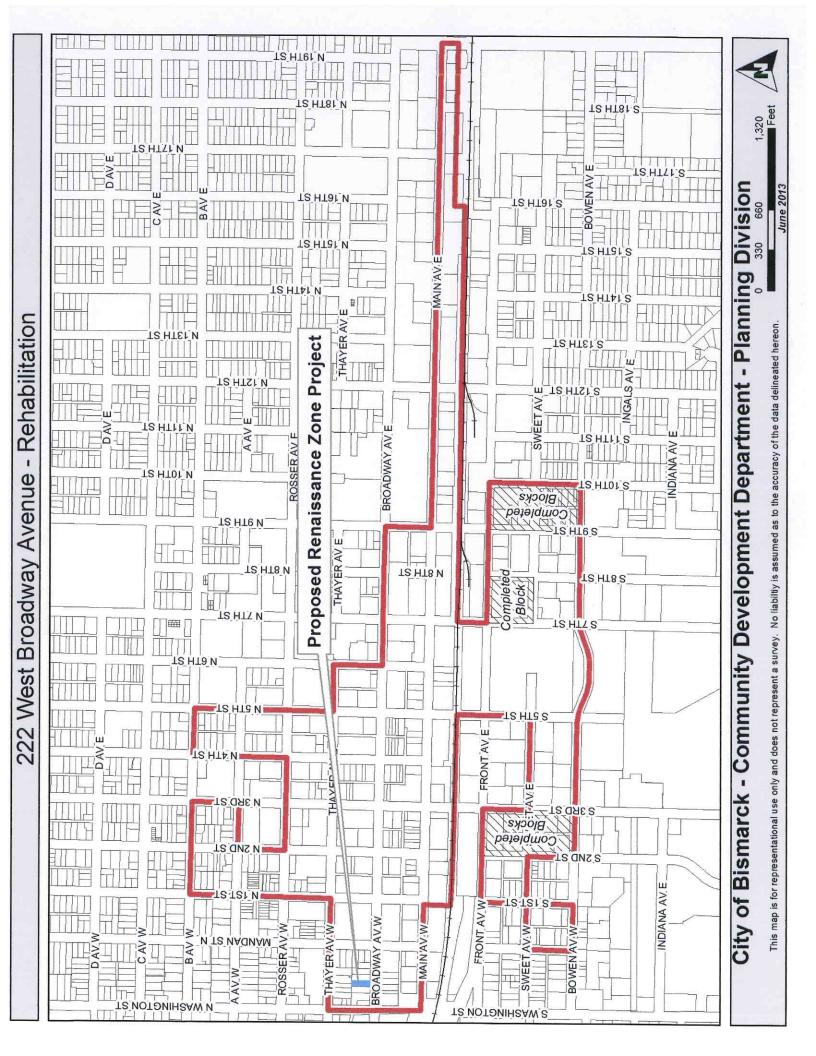
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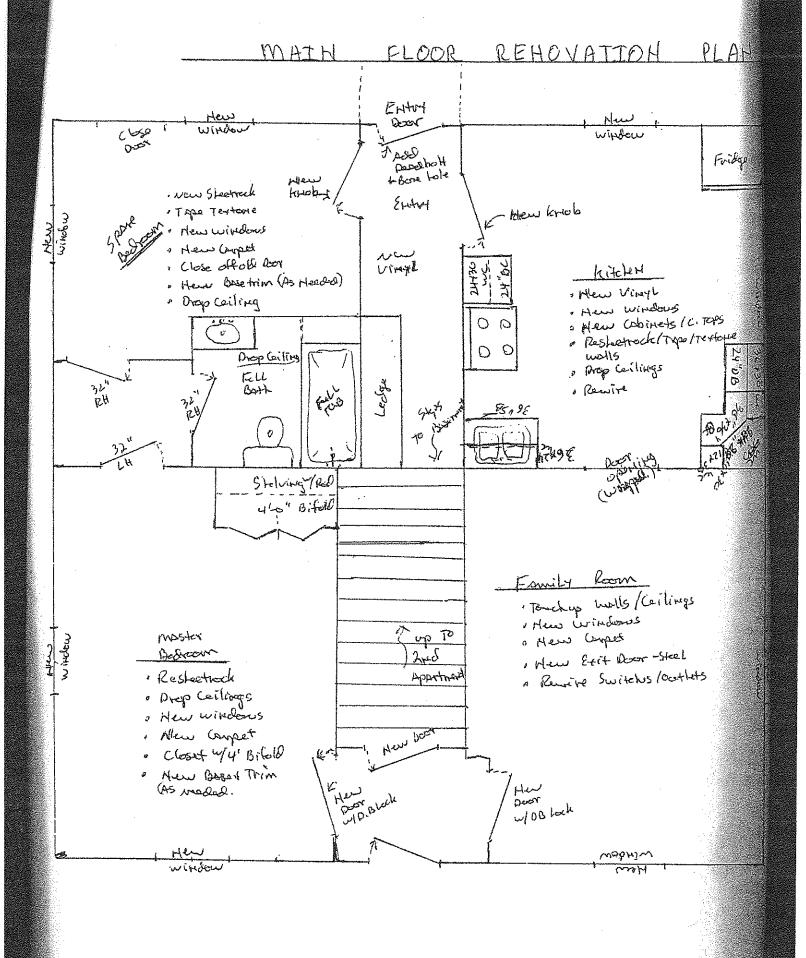
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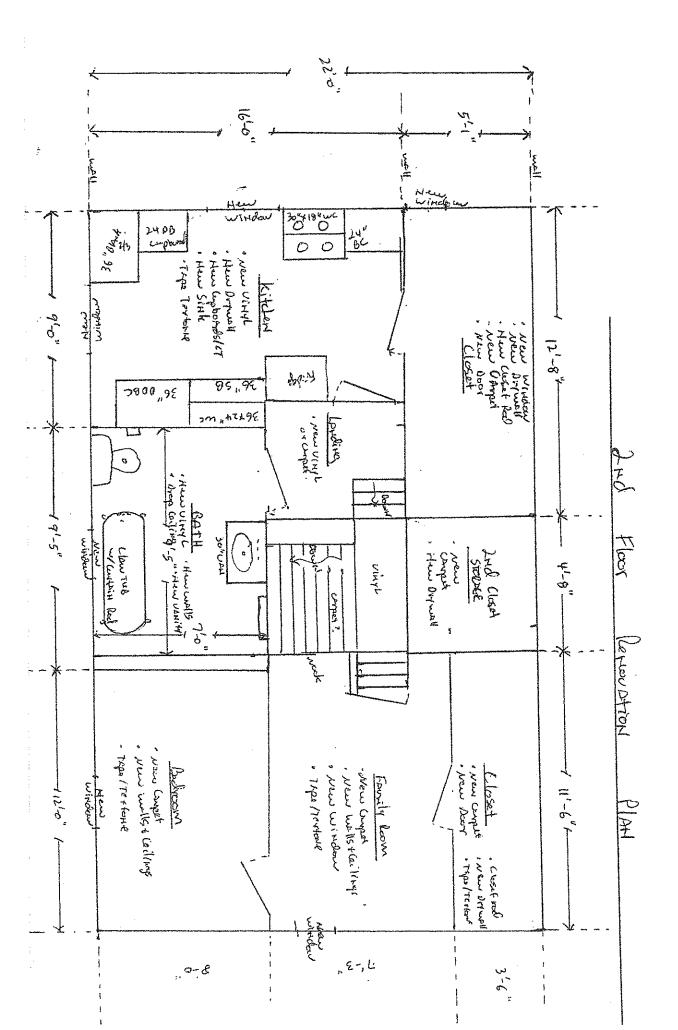
Contributing or non-contributingHistoric preservation component



Building Exterior Condition Assessment

Condition of brick and other materials:
NEEDS WORK, PAINTING
Condition of the roof:
NEED REPLACEMENT
Condition of the windows:
NEED REPlacement
Type of windows (single-pane, reflective, etc.)
Single - Pane, Reflective
List the remaining elements from the original/historic design (if the building is historically significant).
NA
List the modified elements from the original/historic design (if the building is historically significant).
NA
Have any of the original windows been removed or covered up?
NO
Is there EIFS/Dry-Vit as an existing exterior building material?
NO
Has any of the brick been painted?
NO
List any visible signs of blight.
NO





NotES" windows: All windows - temor old, inskill men, insulate, trim interior & Exterion · Relocate East window to family room side. Doors : · New Doors OH Affic Closely, And to were made bedrooms, all other Ocors optional @ 200_00/Door. Flooring : All New VINYL And Carpet in All areas closiquested. W/ Polling ! Tack Strip-All Lighting fixtures are sole Fixtures: responsibility of Landbord lowner, electricia will install. Cabinets & C. Teps: As par dosign And for the rooms designated only. New Sixhs will be wet into both were sink base countertops - Both Floors. Install Hew Usroity w/70p/ Buch VARITIES: + Onsin into bathroom and new stoner centain Rod + Drop Ceiling. halls/Cailings: Restrock As designated TARO, topeost, textone. Printing-optimusi At ettus Cost for materials thebor. Electrical (Plumbing: All electrical & Plumbing to be done by separate Contractors Atto owner is responsible for payment to such contractors. This 15 just included in B-1 GASTAUCTORS BID. 13/2 B-1 Construction & Roofing COK Date 42581 Scale! PLONE # 701-390-2242

Construction Hotes

"Windows: All windows - Both Levels
to be removed replaced insulated and
trimmed interior and exterior. Disposal
included:

- ceilings: As designerated will be re dry welled, topod, tertoned i pointed some Cailings will have drop ceilings on lower level rooms to Accordate Plembing & wiring weeds.
 - " Cabinets & Counterteps will be installed new in both kitchers and viry! Flooring as well. All sinks plunbed in and wired to code by electrical Contractor.
 - provided by separate Contractors, not B-1 Construction.
 - » B-1 Construction will provide All window/ ober replacements, trim work, chrywalling, chop ceilings, fluoring christings, countertops, Locks, knobs, sinks, vanities, toilets. Plumber to provide tub-lower level-3 piece unit.
 - · No Charogos to feating system will be made.
 - · Basement bathroom will be
 redofte of ly, no other Areas,
 to include new exterior surrounding
 sted walls, chronall, ceiling, 24"
 Vanity + new toilet. Flooring
 Vinyl or Compat.

BT: B-1 CONSTRUCTOR LLC.

Revised Phone # 701-390-2242

Date: 5-5-13

Phone: 701-390-2242

LIC #: 42581 Scale: Y4"=1"

* Revised - No Flooring in PRC	POSAI ——	Page # of pages
B.€.		
B-1	Construction Ree	ofing LLC.
B!	ScisAH Or-	J
&F	arch, 10 58504	
	390-2242	
Proposal Submitted To:	Job Name	reviews unaterval or La
Address Rich Skjewsby Apts	500	
272 E- Broadway Ace-	2-22 E- Brec	Date of Plans
Bismarche 100 58501 Phone # Fax #	Date 5 -14-13	Date of Plans 5 - 4-13
		Architect
222 -0136		B-1 Censt & Reofing
We hereby submit specifications and estimates for:	A. 71.6.	at 222 W 0 C.
we never summa specimeanous and estimates for records 37.	i llil	11 Exterior
To Include: "Rep heavent & Re	inocal Labor A	11 Windows + Endry
doors (Except worth Entry 1		ucleon upper east Apt-Un
Add in entrance to appliers	themtrag	
* All Trim work + insulation in	wide + out For Do	ers + windows
· Restectivede all rooms where		
chop ceilings in All Living		
~ '		IV STATE OF THE ST
Jamily room main floor-		71 . F / VI 991
· New Cabinets, Cocantertops.		
· New Bechoon + 20 Ath in 6	med such tuenosa	oual oto Wwalls,
* Dempster OH site to how	out old debri	
" Redo closets, upper partners	and build new do	set + privacy beel and
* No Electrical - Labor or materia	1/2 a all 1	main floer.
+ No Plembing labor or materials		
Revised Labor & materials TOTAL: E		9401671-00
recised water i materials /CTITL-C	ONSTRUCTON	40/6/1-00
We propose hereby to furnish material and labor—complete in accordance	with the chara modifications for the	and of
- ul	- 4.00	
8 Forty Troughted Six Handred Ser	· · · · · · · · · · · · · · · · · · ·	Dollar
	ON Completion	
Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and	Respectfully submitted:	1
above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.		
	Note—this proposal may be withdrawn b	by us if not accepted within <u>90</u> days
	E OF PROPOSAL	
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments	Signature	
will be made as outlined above.		
Date of Acceptance:	Signature	

C.J. Plumbing

212 Mulberry Lane Bismarck, ND 58501

Phone # (701)214-3230

chadjanko@gmail.com

2 22 80 E	
5/6/2013	2017

Skjonsby .	Apts.	**************************************	And the Annie Annie anne and Albertonia anniella	irredicion technologica communicación
-	Thayer Ave.			
Bismarck	ND 58502			

Project 222 Broadway

Plumbing to include waste & vent and water for new bath on main level. New Sterling tub/shower & Delta faucet. New tub filler & hand held w/ shower tower for claw foot tub. Cap gas line in kitchen. Add 2 kitchen sinks. One on main level & one upstairs. Plumbing permit.		16,900.00	16,900.00
Any changes to be done on time and material basis.			
Payments to be made are 1/2 down & 1/2 upon completion of rough in.	POLICIO CON TENTION PROPERTY.		
Bid to be accepted within 30 days or vold.	Americanosasonarios		
Signature Date			
Thank you for your business.		Total	\$16,900.00



PROPOSAL

ELECTRIC SYSTEMS INC.

3215 East Broadway
PO BOX 1158
BISMARCK, NORTH DAKOTA 58502
(701) 223-6210
FAX (701) 222-4532

"Your Call
Is Our
Command!"

Skjonsby Apartments	PHONE 222-0136 DATE 701-390-22-2 701-226-7011 5/17/2013	
112 W Thayer Ave.	JOB NAME 222 W Broadway Ave.	
Bismarck, ND 58501	JOB LOCATION 222 W Broadway Ave.	
ATTENTION Rich Skjonsby		

We hereby submit specifications and estimates for:

We hereby su	abmit specifications and estimates for:
Quantity	Description
10	GFCI KITCHEN RECEPTACLE
2	GFCI BATH RECEPTACLE
1	GFCI UNFINISHED BASEMENT RECEPTACLE
2	GFCI OUTSIDE RECEPTACLE
30	DUPLEX RECEPTACLE
15	SINGLE POLE SWITCH
14	3-WAY SWITCH
2	4-WAY SWITCH
18	LIGHT BOX OPENING & FIXTURE INSTALLATION
4	PORCELAIN LAMPHOLDER (BASEMENT)
1	WASHER RECEPTACLE
1	DRYER RECEPTACLE
2	RANGE RECEPTACLE
2	HOOD-MICROWAVE WIRING
2	70 CFM BATH FAN (VENTED BY OTHERS)
1	CO ₂ DETECTOR
8	SMOKE DETECTOR W/ BATTERY BACK-UP
6	CABLE TV ROUGH-IN
1	ONE-ZONE FURNACE WIRING
1	A/C WIRING
1	DEMO 100 AMP 240 VOLT METER SOCKETS FURNISHED AND INSTALLED ON THE WEST
2	
2	SIDE OF THE HOME 600 AMP 240 VOLT PANELS FURNISHED AND INSTALLED ON THE WEST WALL OF THE BASEMENT
1	



PROPOSAL

ELECTRIC SYSTEMS INC.

3215 East Broadway
PO BOX 1158
BISMARCK, NORTH DAKOTA 58502
(701) 223-6210
FAX (701) 222-4532

"Your Call
Is Our
Command!"

We propose hereby to furnish material and labor – consum of: Fourteen thousand eight hundred fifty and 00/100	mplete in accordance with above specifications, for the dollars (\$14,850.00).
I agree to pay interest charges on my account if past due over 30 days	at a rate of 11/2% per month (18% per year).
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.	Authorized Signature Bob Schuh, President Note: This proposal may be withdrawn by us if not accepted within 30 days.
Acceptance of Proposal – The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Please sign and return proposal to Electric Systems Inc.	Signature

Skjonsby Apartments 222 W Broadway Ave. KP 5/17/2013

Item No. 5

Technical Assistance Bank Grant Program

- 1. **Purpose:** The purpose of this program is to provide monetary assistance for professional technical services during the preliminary and design phases of projects.
- 2. **Applicability:** The program is available to current or potential building owners, tenants, developers or other entities interested in projects that will promote or improve the downtown area in accordance with the Central Business District Plan.
- 3. **General Requirements:** The subject property must be located within the Tax Increment District (TIF). The projects must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable design regulations of the DC-Downtown Core and DF-Downtown Fringe zoning districts for which the property is located within. All work shall be preliminary in scope. Construction work is not eligible for Technical Assistance Bank funds. Properties that are exempt from general property taxes are not eligible to apply for assistance from this program. A remodeling project is not eligible for Technical Assistance Bank funds. A project for the rehabilitation of a building which includes remodeling as a component of the project may be considered.
- 4. **Process:** The applicant submits an application to the Community Development Department Planning Division requesting assistance from the Technical Assistance Bank. Planning Division staff will review the applicant's request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant's request is approved by the Board of City Commissioners he/she may instruct the architect or engineer providing professional services to begin work on the project. The applicant will be responsible for paying all applicable bills and invoices associated with the project. A request for reimbursement may be submitted to the Planning Division once the professional services have been performed and all related bills have been paid by the applicant.
- 5. **Grant Limits:** The current hourly rate is \$110/hour and will be evaluated on an annual basis to determine if the rate is consistent with professional architectural and engineering rates. The grant program covers façade design work and other services as delineated below under "Other Technical Services." Each grant will require a match of funding by the applicant at the percentages listed below:
 - Façade Improvement Grants. Façade improvement grant funds may be used to secure professional services to assist with the preliminary review and design of improvements to a building façade. The grant is limited to 30 hours of professional service at a rate of \$110/hour. The City of Bismarck will provide a grant for seventy-five percent (75%). Applicants will provide a twenty-five percent (25%) match. The maximum grant amount is \$2,475; the applicant's responsibility would be \$825 for a total project amount of \$3,300.

- Other Technical Services Grants. The grant is limited to 70 hours of professional service at a rate of \$110/hour. The City of Bismarck will provide a grant for seventy-five percent (75%). Applicants will provide a twenty-five percent (25%) match. The maximum grant amount is \$5,775; the applicant's responsibility would be \$1,925 for a total project amount of \$7,700.
 Services which may qualify for façade improvement grant money or other technical service grants include, but are not limited to:
 - Feasibility studies
 - Preliminary development review assistance
 - Preliminary building condition assessment studies structural, mechanical, electrical, bacterial etc.
 - Renovation versus restoration options
 - Renovation for reuse studies
 - Preliminary cost estimates
 - Code analysis
 - Landscape improvements
 - Graphic design

Façade & Signage Incentive Grant Program

- 1. **Purpose:** The purpose of this program is to promote exterior maintenance, rehabilitation and exterior improvements of commercial buildings and signage in order to enhance the overall appearance, quality and vitality of downtown Bismarck.
- 2. **Applicability:** The program is available to current or potential building owners, tenants, developers or other entities interested in projects that will promote or improve the downtown area in accordance with the Central Business District Plan. Signage grant requests will only be considered when part of an overall façade or building rehabilitation project and are not eligible as a stand-alone grant request.
- 3. General Requirements: The subject property must be located within the Tax Increment Finance District (TIF). The projects must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable design regulations of the DC-Downtown Core and DF-Downtown Fringe zoning districts. Three written estimates must be obtained by the applicant and submitted with an application request for assistance. The estimates must generally be comparable and address similar aspects of the project in order to have a reasonable comparison of the scope of work to be performed. If the applicant prefers to work with a contractor whose estimate is not the lowest, the maximum grant amount would be based on the lowest estimate provided of a comparable project. For buildings located on a corner lot or a building with multiple facades adjacent to a public street, consideration will be given to allow an increase in the total maximum grant on a case-by-case basis, provided improvements are planned for all façades adjacent to a public street and the proposal satisfies the intent of the applicable zoning district regulations. A primary and secondary façade must be identified and grant amounts would be tiered accordingly. The grant amount available would be discretionary and up to double the amount available for one façade. Rehabilitation projects must address every story of the building façade, all signs of blight, deterioration and any portion of the façade that demonstrates a poor visual appearance, non-period appropriate building materials or renovations, and previous modifications that may compromise the historic integrity of historically significant properties. Properties that are exempt from general property taxes are not eligible to apply for assistance from this program.
- 4. Process: The applicant submits an application to the Community Development Department Planning Division requesting assistance from the Façade and Signage Grant program. Planning Division staff will review the applicant's request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant's request is approved by the Board of City Commissioners he/she may instruct the contractor to begin work on the project. The applicant will be responsible for all applicable bills and invoices associated with the project. A request for reimbursement may be submitted by the applicant to the Planning Division at the completion of a project and payment of any related bills or invoices.

5. **Grant Limit – Façade:** Façade improvement grant funds are limited to fifty percent (50%) of the total project cost up to \$30,000 (\$60,000 total project costs). If a building lies on a corner lot, with two facades, the maximum grant amount would be \$60,000 (\$120,000) total project cost). The cost of signage will be considered as part of the overall cost and a portion of the determined grant amount. Applicants shall provide a fifty percent (50%) match for all applicable improvements.

Housing Incentive Grant Program

- 1. **Purpose:** The purpose of this program is to increase the residency rate and tax base in the downtown area by encouraging the creation of new or substantially rehabilitated housing units within the Tax Increment Finance District (TIF).
- 2. **Applicability:** The program is available to current or potential building owners, developers or other entities interested in projects that will promote or improve the residency rate and market-rate housing opportunities in the downtown area in accordance with the Central Business District Plan.
- 3. **General Requirements**: The subject property must be located within the Tax Increment Finance District (TIF). The project must support the Central Business District Plan (1993), the Streetscape Guidelines for Downtown Bismarck (1995), any subsequent updates or revisions and the applicable zoning regulations for which the property is located within. The following criteria must be met:
 - a. Substantial rehabilitation of existing housing and apartment units; including but not limited to, mechanical, electrical, plumbing and HVAC systems, exterior improvements including but not limited to, windows, roofing, exterior siding; interior improvements including but not limited to, flooring, cabinets, fixtures and other capital improvements tied to the living units.
 - b. Creation of new housing units that address the housing goals of the Urban Renewal Plan.
 - c. The minimum investment level is \$20,000 per household/apartment.
 - d. The property must be owner-occupied, rental property or property intended for sale.
 - e. The program is not available for projects tied to state or federal programs that require below market rents or sale prices.
 - f. Each unit/house must meet current building and zoning code regulations listed in Title 4 Building Regulations and Title 14 Zoning, of the City Code of Ordinances.

<u>Properties that are exempt from general property taxes are not eligible to apply for assistance from this program.</u>

4. Process: The applicant must submit an application with supporting plans and information along with three written contractor bids/estimates for the work proposed to the Community Development Department – Planning Division requesting assistance from the Housing Incentive Grant Program. Planning Division staff will review the applicant's request and provide a staff report and recommendation to the Renaissance Zone Authority. The Renaissance Zone Authority will hold a public hearing and make a recommendation to the Board of City Commissioners based on the findings contained in the staff report. The Board of City Commissioners will take final action based on the recommendation provided by the Renaissance Zone Authority. If the applicant's request is approved by the Board of City Commissioners he/she may begin work on the project. The applicant will be responsible for all applicable bills and invoices associated with the project. A request for reimbursement may be submitted to the Planning Division at the 50% completion level and 100% completion level of a project.

5. Grant Limit: The grant limit is based upon capital improvements to the property only. Capital improvements include, but are not limited to improvements tied to the building. Typical capital improvements include, exterior improvements such as windows, doors, roofing and siding, HVAC, electrical and plumbing systems; flooring and wall treatments would be eligible when part of a demolition and rehabilitation project only. General maintenance, appliances and fixtures would not be applicable. The maximum grant amount for single, two and three-family dwellings is 20% of the applicant's investment, up to \$70,000. The maximum grant amount for dwellings with four (4) units or more is 20% of the applicant's investment, up to \$100,000.